



February 1, 2017

**KANSAS BULLETIN NO. KS300-17-25**

**SUBJECT: LTP–Environmental Quality Incentives Program—Fiscal Year 2017 National Water Quality Initiative**

**Action required by:** April 20, 2017 (Field Offices [FOs])  
May 19, 2017  
June 30, 2017

May 26, 2017 (Area Offices [AOs])  
July 14, 2017

**Purpose:** To provide guidance for administering the fiscal year (FY) 2017 National Water Quality Initiative (NWQI) funded through the Environmental Quality Incentives Program (EQIP)

**Expiration Date:** September 30, 2017

**Explanation:** NWQI funding will be used to assist producers with addressing high-priority water resource concerns in small watersheds. The NWQI will accelerate efforts to improve water quality in hydrologic unit code (HUC) 12-digit watersheds with targeted waters emphasizing treatment of nutrient, sediment, and pathogen concerns.

**Approved Watersheds**

The purpose of this initiative is to advance implementation of treatments in certain Kansas Department of Health and Environment (KDHE) identified impaired watersheds in an accelerated manner. In concert with KDHE, we have evaluated the status of Kansas selected watersheds participating in the NWQI and have made changes to watersheds targeted for this initiative. The following are the participating watersheds for FY 2017 NWQI (Attachment 1):

- **Town of Munjor-Big Creek**–HUC 102600070305 (Ellis County)  
Overall Goal: Reduction of E coli Bacteria in the watershed
- **Headwaters Soldier Creek**–HUC 102701020801 (Jackson and Nemaha Counties)  
Overall Goal: Load reduction of Total Suspended Solids (TSS) in the watershed
- **Headwaters Mud Creek**–HUC 110702020201 (Marion County)  
Overall Goal: Reduction of E coli Bacteria in the watershed

(more)

DIST: A, F, S, Willhoft, Reed and Satterthwaite (KDHE)

### **EQIP Application Cutoff**

Applications can be taken on a continuous basis throughout the FY. Application evaluation cutoff date is set for **April 20, 2017**

### **Application, Evaluation, and Ranking Tool**

- A. **Program Contracts System (ProTracts) Subaccounts:** A separate fund code has been developed in ProTracts for each watershed with an account type of “National Water Quality.” The ProTracts cost list is “KScountynameEQIP2017-01-EQIP.” The Toolkit cost list is “KS17\_EQIP.”
- B. **Approved Land Uses and Resource Concerns** (Attachment 2): Discussions with potential program applicants should emphasize conservation planning that reflects conservation practices (CPs) to address the primary resource concerns. Applications must have a primary resource concern before a secondary resource concern can be treated.
- C. **Approved Core and Supporting CPs:** FOs are responsible for the planning of core and supporting CPs with the approved resource concerns in ProTracts Application Evaluation Ranking Tool (AERT), as indicated in Attachment 3. The application must include a core CP.

FOs are also responsible for using a “system approach” in conservation planning that incorporates selection of CPs which address the concept of “avoiding, controlling, or trapping” (ACT) pollutants. This ACT pollutants system approach is explained in Attachment 1A along with designations showing which CPs address which aspects of ACT.

- D. **Screening Criteria:** FOs must utilize the national screening criteria as provided in Attachment 4 to support NWQI to manage workload associated with application evaluation and ranking. Use of this screening worksheet is required and all eligible applications must have an assigned priority of “High,” “Medium,” or “Low” recorded in ProTracts.
- E. **National, State, and Local Ranking Criteria:** Refer to bulletin KS300-17-8, Fiscal Year 2017 Environmental Quality Incentives Program–Ranking Process–National Priorities, for additional guidance on answering national questions. State and local criteria have been established as shown in Attachment 5.
- F. **Conservation Programs Geospatial Information System Interface (CPGI) Tool:** Some of the ProTracts ranking tool questions require the use of geospatial data. All eligible applications will be evaluated using CPGI. The application number in CPGI will match the application number from ProTracts.

### **Deadlines**

The following actions will be completed for all eligible applications by **April 20, 2017**:

- Application information entered in ProTracts:
  - Program
  - Application FY
  - Sign-up Date
  - Servicing Office
  - Location County
  - Applicant(s)
  - Application Status (pending, eligible, ineligible, or cancelled)
  - Fund Code
- Applications will be changed to “eligible” status if the following have been completed:
  - All participants entered in Protracts with:
    - Participant AGI certification flag “Y” in ProTracts
    - Participant HEL and WC certification flag “Y” in ProTracts
    - FTE certification flag “Y” in Protracts
    - Required Data Universal Numbering System (DUNS) entered in ProTracts
    - Vender information loaded matching Form 1199a with “Active” status vendor in ProTracts
    - Signature authority documentation on file
  - All necessary control of land affidavits on file

Applications will remain in “pending” status until all participant and land eligibility requirements have been met. Applications not received by the application cutoff date will be left in “pending” status. Applications still in “pending” status after **May 19, 2017**, will not be considered for funding during this cutoff period.

Conservation plans will be uploaded to ProTracts and applications ranked in ProTracts by **May 19, 2017**. Applications not supported with a participant signed Application Ranking Summary by May 26, 2017 will be changed to pending status and not be considered for funding during the current cutoff period.

Application evaluation peer reviews will be completed by **May 26, 2017**. Assistant state conservationists for field operations (ASTC-FO) shall ensure that all application evaluations (rankings) are peer reviewed (per Title 440-CPM, Part 512, Subpart C, Section 512.25[C][2][iii]) prior to preapproval of applications.

Funding decisions will be completed by the EQIP program manager as soon as application peer review has been completed. All approved applications and contract documentation will be entered in the Document Management System (DMS) for second level review of obligation by **June 30, 2017**.

ASTCs–FO will ensure all contracts have been obligated in ProTracts by **July 14, 2017**.

**Contact:** Forward questions through established channels to Joel A. Willhoft, Resource Conservationist, at (785) 624-3127 or email [joel.willhoft@ks.usda.gov](mailto:joel.willhoft@ks.usda.gov).

*(signed)*

ERIC B. BANKS  
State Conservationist

Attachments